



Annual Financial Report

Simplified Agency Closing Package

Accounting Policy Meeting
July 24, 2018

Shelly Arnold, Supervisor
Financial Reporting Section
Fiscal Management Division

Instruction Page Example



Agency #/Agency Name 123 Sample Agency		
<u>AGENCY CONTACT INFORMATION</u>		
Document the contact person as indicated on the USAS and Interagency Certification form.		
Name/Title	Joe Smith	
Phone #	512-463-xxxx	
Email	Joe.smith@sample.texas.gov	
	Sally.citizen@sample.texas.gov	
<u>Questions</u>	YES	NO
Will your agency input their own entries?		X
Have you notified the Comptroller's Office Financial Reporting Section prior to Sept 9th?	X	
If your agency has notified the Financial Reporting Section on or before Sept 9th that it will not input their own entries, complete the Payables and Receivables, Inventory and Fund Balance Allocations worksheets.		
<u>Payables and Receivables</u>		
Complete the first table in the Payables and Receivables worksheet for any estimated payables for notes, loans, contracts and other payables NOT already included in APS 018 over \$100,000.00. Complete the second table of the Payables and Receivables worksheet for any estimated receivables over \$100,000.00.		
<u>Net Change in Inventories and Prepaid Items</u>		
Complete all applicable tables in the Inventory worksheet.		
Enter Fund, Prior Year Ending Balance for GL Accounts 0285, 0290 and 0295.		
Current Year Ending Balance for GL Accounts 0285, 0290 and 0295 and Expenditure amount by comptroller object code applicable to each Inventory/Prepaid account.		
<u>Fund Balance Allocations</u>		
Complete the table in the worksheet using information applicable to your agency.		



Short Term Accounts Receivable/Accounts Payable — Example

Estimated Receivables Over 100k				
Fund	Accounts Receivable - Unbilled			
0001		COBJ	3719	\$ 150,000.00
		COBJ	3xxx	\$ -
		COBJ	3xxx	\$ -
		COBJ	3xxx	\$ -
		COBJ	3xxx	\$ -
		COBJ	3xxx	\$ -
Total Estimated Receivables				\$ -

Fund	Accounts Payable - not included in APS 18			
		COBJ	7xxx	\$ -
		COBJ	7xxx	\$ -
		COBJ	7xxx	\$ -
Total Estimated Payables				\$ -

Long Term Liabilities — Example



Estimated Payables				
Fund	Outstanding:			
1234	Notes	COBJ	3xxx	\$ -
		COBJ	7804	\$ 5,750.00
	Loans	COBJ	3xxx	\$ -
		COBJ	7xxx	\$ -
	Contracts	COBJ	3xxx	\$ -
		COBJ	7xxx	\$ -
	Claims and Judgments	COBJ	7xxx	\$ -
	Total Estimated Payables			\$ 5,750.00



Inventory Adjustments — Example

Net Change in Inventories and Prepaid Items

Complete the table below using the information that is applicable to your agency.

If agency has Consumable, Merchandise or Prepaids in more than one D23 fund, add additional Expenditure table applicable to the GL account.

Insert additional rows in the table as needed. (Highlight row and right click mouse, Select Insert)

General Ledger Account Table

General Ledger Account	Prior Year Ending Balance	Current Year Ending balance as of 8/31	Fund
Consumable Inventories (GL 0285)	\$ 724.67	\$ 850.00	1234
Merchandise Inventories (GL 0290)	\$ -	\$ -	
Prepaid Items (GL 0295)	\$ -	\$ -	

Expenditure Tables

Cobj (7xxx)	Fund	GL Account	Amount	Cobj (7xxx)	Fund	GL Account	Amount
7300	1234	0285	\$ 125.33			0290	\$ -
		0285	\$ -			0290	\$ -
		0285	\$ -			0290	\$ -
		0285	\$ -			0290	\$ -
Total Calculated			\$ 125.33	Total Calculated			\$ -
Total should be			\$ 125.33	Total should be			\$ -



Fund Balance Allocations — Example

Fund Balance Allocations						
FT	GAAP Fund	Default				
01	ONLY 0001	Unassigned				
01	NOT 0001	Committed				
02		Restricted				
19		Non-spendable for permanent fund corpus				
		Always				
All	0599	Unassigned				
All	0802	Committed				
All	0900	Assigned				
Complete the table below as it applies to your agency.						
For GAAP FUND 0001 ALLOCATIONS - <i>If agency uses a classification other than the Default or Assigned, cite the specific covenant, provision, federal requirement or court order causing the restriction or commitment.</i>						
For ALL OTHER GAAP FUNDS - <i>if agency is reporting a fund balance for a fund other than its Default or Always (from above) classification, cite the specific covenant, provision, federal requirement or court order causing the restriction or commitment. Otherwise, it must be reclassified.</i>						
D23 Fund	GAAP Fund	GAAP Fund Type	Amount	FB Allocation GL Account (GASB 54 Class)	CITATION (if Default or Always from above, leave blank)	Comments
1234	0001	01	500.00	Committed	HB xxxx, Par 8c	Federal restriction

Web Applications — Who does what?



Option 1

WEB APP	FRS	AGENCY
CANSS*	Yes (includes BC)	Certify 9/28
DINSS*	No	All entries/Certify 10/1
GR REC**	Yes (generic entries)	Certify 9/28
LNSS*	Yes (includes BC)	All entries/Certify 10/1
LTLN*	Yes (includes BC)	Certify 10/1
RNSS*	No	Certify 10/1
SEFA**	No	Certify 9/28
SPTR**	No	Certify 9/28
ONDSS	No	Upload applicable notes (no N/A)/Certify 10/1
CNRC	No	USAS Certification 10/1

FRS will also:

- Prepare Shared Cash USAS entries
- Review SIRS AFR Desk Review Reports

*A hard copy note is NOT required.

** A hard copy schedule is NOT required.



Questions?

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